

Acquisition of Library Materials

St. Matthew's Parish School Library

Solicit teachers to determine need in various curriculum areas.

Create bibliographies which address curriculum needs. Also create lists which address needs librarians have identified.

Share bibliographies with teachers. Make additions or deletions as necessary.

Determine most pressing needs. Create priority list.

Research cost for various additions to collection. Check costs against budget allocations.

Librarians cross check lists to make sure no erroneous titles are included.

Place order.

Download MARC records when materials arrive. Check processing before adding to collection.